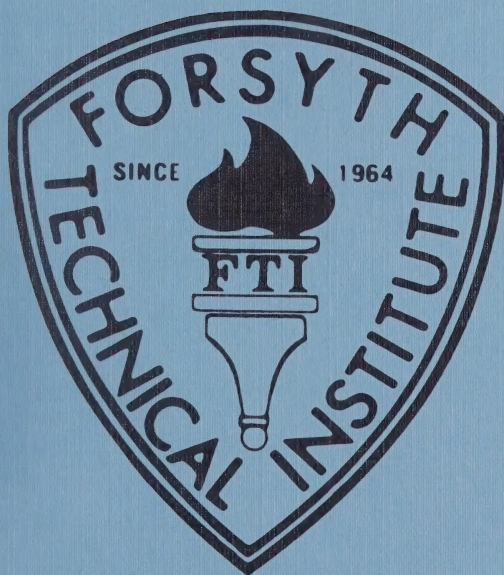


STUDENT HANDBOOK

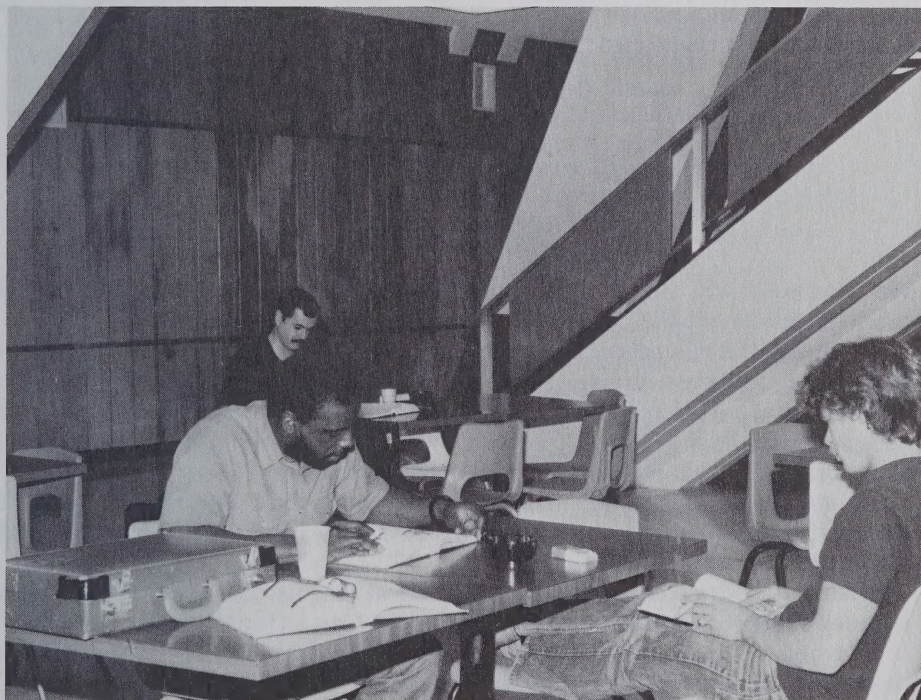
1983-1984



2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

STUDENT HANDBOOK

1983-1984



Forsyth Technical Institute
2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103
Telephone: 723-0371

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WELCOME

Welcome to Forsyth Technical Institute! We at the Institute hope your program will be exciting, challenging and of value in preparing for your chosen career!

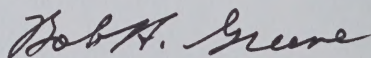
As we begin this new school year, we are all given the opportunity to start anew, to set goals within ourselves, to seek skills and knowledge for self-improvement or self-fulfillment. You are among an ever-growing number of men and women, of all ages and backgrounds, who are striving to achieve their own goals, and seeking to become a more responsible and productive citizen in our community.

Our main purpose is to assist you in attaining your goals. We hope that you will receive and share with others the benefits of your association with the students, staff and faculty members.

When you, as students, are successful in developing useful skills and responsible attitudes through your association with FTI, then we, as an institution, are successful.

We are here because **you** are here. If I, or any member of the staff or faculty, can ever be of assistance to you, please feel free to ask.

I hope this year will bring you many new experiences, new opportunities and new friends. Good luck and welcome again to Forsyth Tech!



Bob H. Greene, Ed.D.
President

ACADEMIC CALENDAR

1983-84

FALL QUARTER August 22, 1983 — November 14, 1983

August 22	Faculty Orientation (FWD)
August 23 & 24	Registration (FWD'S)
August 25	First Day of Classes
August 30	Last Day to Add Classes
September 5	Labor Day Holiday
September 20	Last Day to Drop without Penalty
October 6	Staff Development Day
November 10	Last Day of Classes
November 11	Grade Posting (FWD)
November 14	Faculty Work Day

WINTER QUARTER November 15, 1983 — February 14, 1984

November 15 & 16	Registration (FWD'S)
November 17	First Day of Classes
November 22	Last Day to Add Classes
November 24 & 25	Thanksgiving Holidays
December 14	Last Day to Drop without Penalty
December 23	Classes End at Close of School Day
December 26-30	Christmas Holidays
January 2	Classes Resume
January 25	Staff Development Day
February 10	Last Day of Classes
February 13	Grade Posting (FWD)
February 14	Faculty Work Day

SPRING QUARTER February 15, 1984 — May 11, 1984

February 15 & 16	Registration (FWD'S)
February 17	First Day of Classes
February 22	Last Day to Add Classes
March 14	Last Day to Drop without Penalty
April 10	Staff Development Day
April 20	Student Holiday (FWD)
April 23	Easter Monday Holiday
May 7	Last Day of Classes
May 8	Grade Posting (FWD)
May 9	Graduation (FWD)
May 10 & 11	Faculty Work Days

SUMMER QUARTER May 14, 1984 — August 17, 1984

May 14	Registration (FWD)
May 15	First Day of Classes
May 18	Last Day to Add Classes
June 7	Last Day to Drop without Penalty
July 4	Independence Day Holiday
July 31	Last Day of Classes
August 1	Grade Posting (FWD)
August 2	Graduation (FWD)
August 6-17	Two-Week Vacation

SPECIAL SUMMER SESSION (Dates to be announced)



HISTORY AND PURPOSE

Forsyth Technical Institute can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to a local board of trustees who govern the Institute following policies established by the State Board of Community Colleges and the State Department of Community Colleges.

The purpose of Forsyth Technical Institute is to prepare people for gainful employment and effective community membership. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The Institute is also dedicated to the concept of continuing education through the Adult Continuing Education Program directed toward self-improvement in cultural, avocational, and vocational pursuits.

The course of study at Forsyth Technical Institute seeks to attain the stated purpose of the institution by

- (1) providing effective teaching to all who enroll;
- (2) providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
- (3) providing vocational training for students who are preparing to enter skilled trades;
- (4) providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health services;
- (5) providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Discrimination

Forsyth Technical Institute is an equal opportunity institution, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. No person shall be discriminated against on the basis of race, sex, religion, age, national origin, or handicap, if otherwise qualified.

Special Provisions for Handicapped Persons

It is the intent of the Institute that all courses of study be accessible to all qualified students. Handicapped persons should provide approximately one quarter of advance notice in order to identify any special equipment needs and to facilitate adjustments in programs, facilities, or schedules, if needed.

Grievance Procedures

Applicants, employees, and students of FTI may lodge grievances involving alleged violations of rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 with the Affirmative Action Officer or the Vice-President for Student Services.

LOCAL ADVISORY COMMITTEES

Each program of study at Forsyth Technical Institute has its own advisory committee. The committees are composed of representatives of local businesses, industries, and education and community organizations.

The advisory committees provide the necessary contact between the Institute and the community in an effort to maintain current and relevant programs of instruction to meet the needs of the community.

LOCATION AND FACILITIES

The Institute is located at 2100 Silas Creek Parkway in the southwest section of Winston-Salem. It is easily accessible from U. S. Highway 52, North Carolina Highway 150, and Interstate Highway 40. The main campus houses modern laboratories, shops, and classrooms. Arrangements have also made space available at the Allied Health buildings of North Carolina Baptist Hospital and Forsyth Memorial Hospital for nursing and Health Technology programs.

Off-campus Individualized Learning Centers are located at the Forsyth County Public Library on West Fifth Street, Whitaker Care Center of Forsyth Memorial Hospital, and Paddison Memorial Library in Kernersville.

HOURS OF INSTRUCTION

Day classes are scheduled between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday. Evening classes meet between the hours of 5:30 p.m. and 11:00 p.m., Monday through Friday. Some Adult Continuing Education courses are offered on Saturday mornings.

Students in nursing and allied health programs can expect clinical practice to be scheduled between the hours of 6:30 a.m. and 11:00 p.m., seven days a week.

ACCREDITATION

Forsyth Technical Institute is accredited by the Southern Association of Colleges and Schools.

The Associate Degree Nursing program and the Practical Nurse Education program are accredited by the North Carolina State Board of Nursing, and the Health Technology programs are accredited by the American Medical Association.

The Institute is a member in good standing of the American Association of Community and Junior Colleges.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).



PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Architectural Technology
Associate Degree Nursing
Banking and Finance
Business Administration
Business Administration — Accounting Option
Early Childhood Specialist
Electronic Data Processing — Business
Electronics Engineering Technology
Executive Secretarial Science — Word Processing/Machine
Transcription Option
Executive Secretarial Science — Word Processing/Shorthand
Option
Industrial Management Technology
Manufacturing Engineering Technology
Marketing and Retailing
Mechanical Drafting and Design Engineering Technology
Nuclear Medicine Technology
Ornamental Horticulture
Police Science Technology
Radiologic Technology
Real Estate
Respiratory Therapy Technology — Technologist

DIPLOMA PROGRAMS

Air Conditioning, Refrigeration, and Heating
Automotive Body Repair
Automotive Mechanics
Building Trades Drafting
Carpentry
Diesel Truck Maintenance and Repair
Electrical Installation
Electronic Servicing
Graphic Arts — Printing
Machinist
Plumbing
Practical Nurse Education
Respiratory Therapy Technology — Technician
Welding and Metal Fabrication

Some programs of study may be available both day and evening. For specific information, contact the Admissions Office.

ADULT CONTINUING EDUCATION

Adult Basic Education

Adult High School Program

General Adult Enrichment Program

Comprehensive Employment and Training Act Program

New and Expanding Industry Training Programs

Special Seminars and Workshops

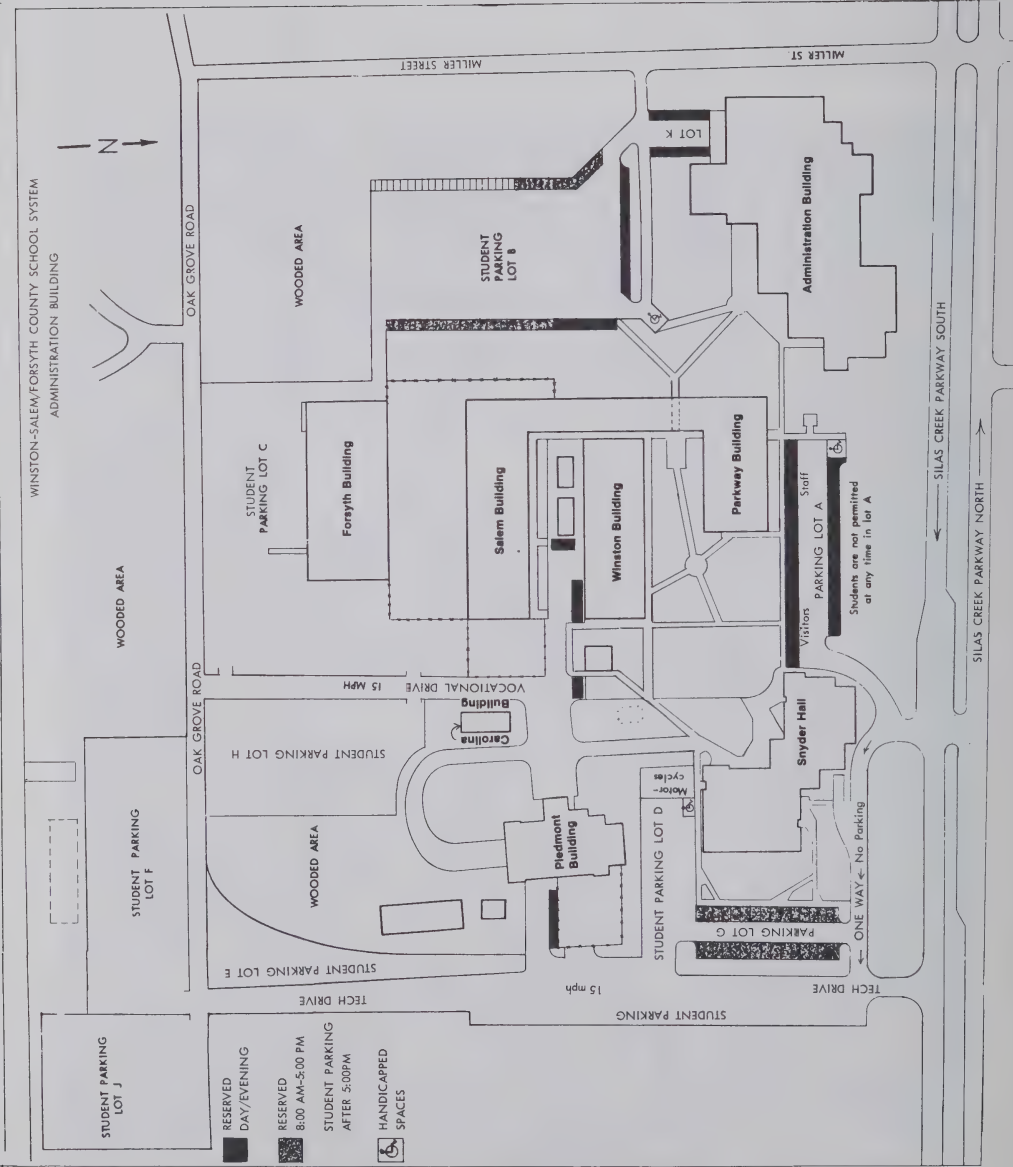
Management Development Training

Vocational-Technical Extension Programs

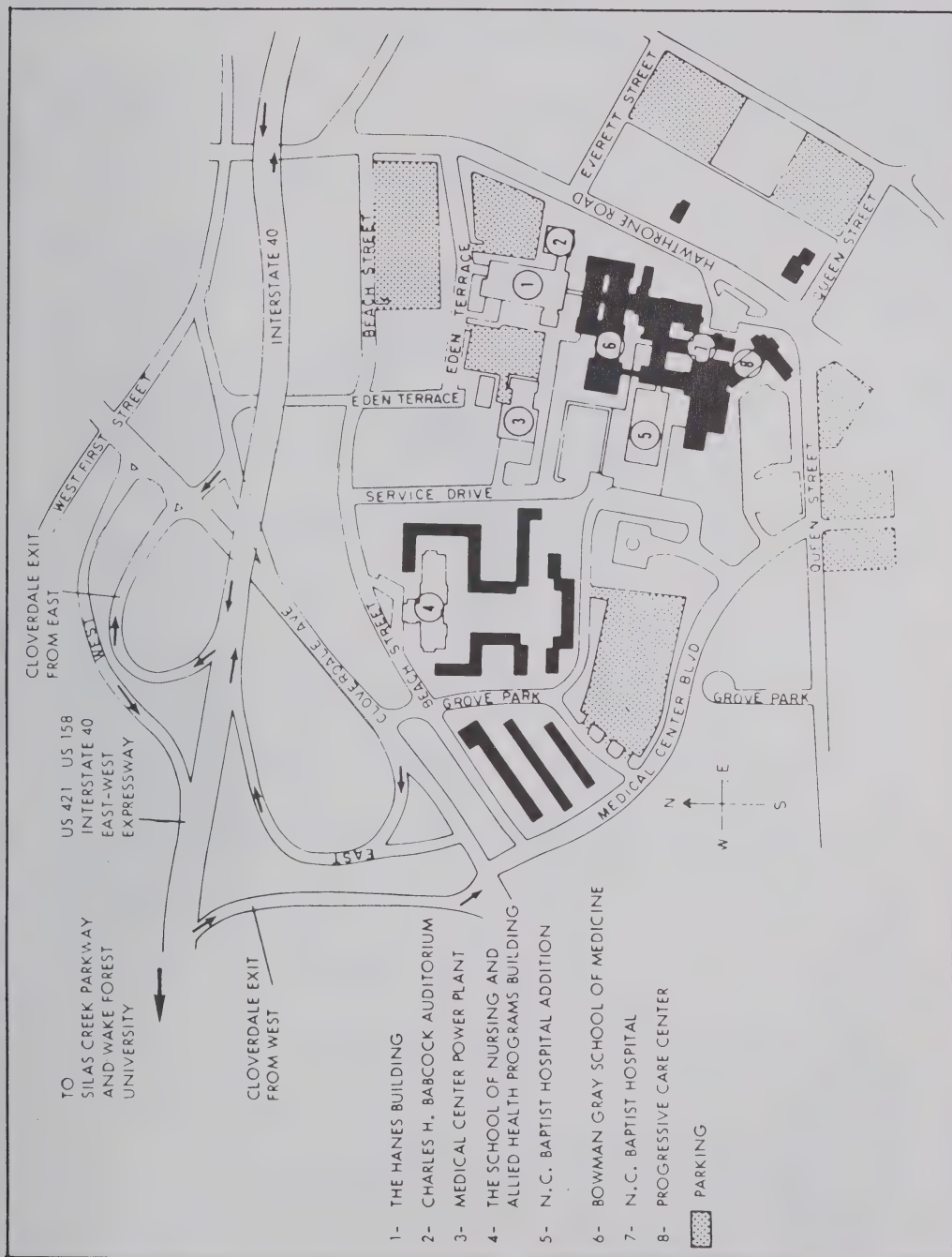


MAPS OF FACILITIES

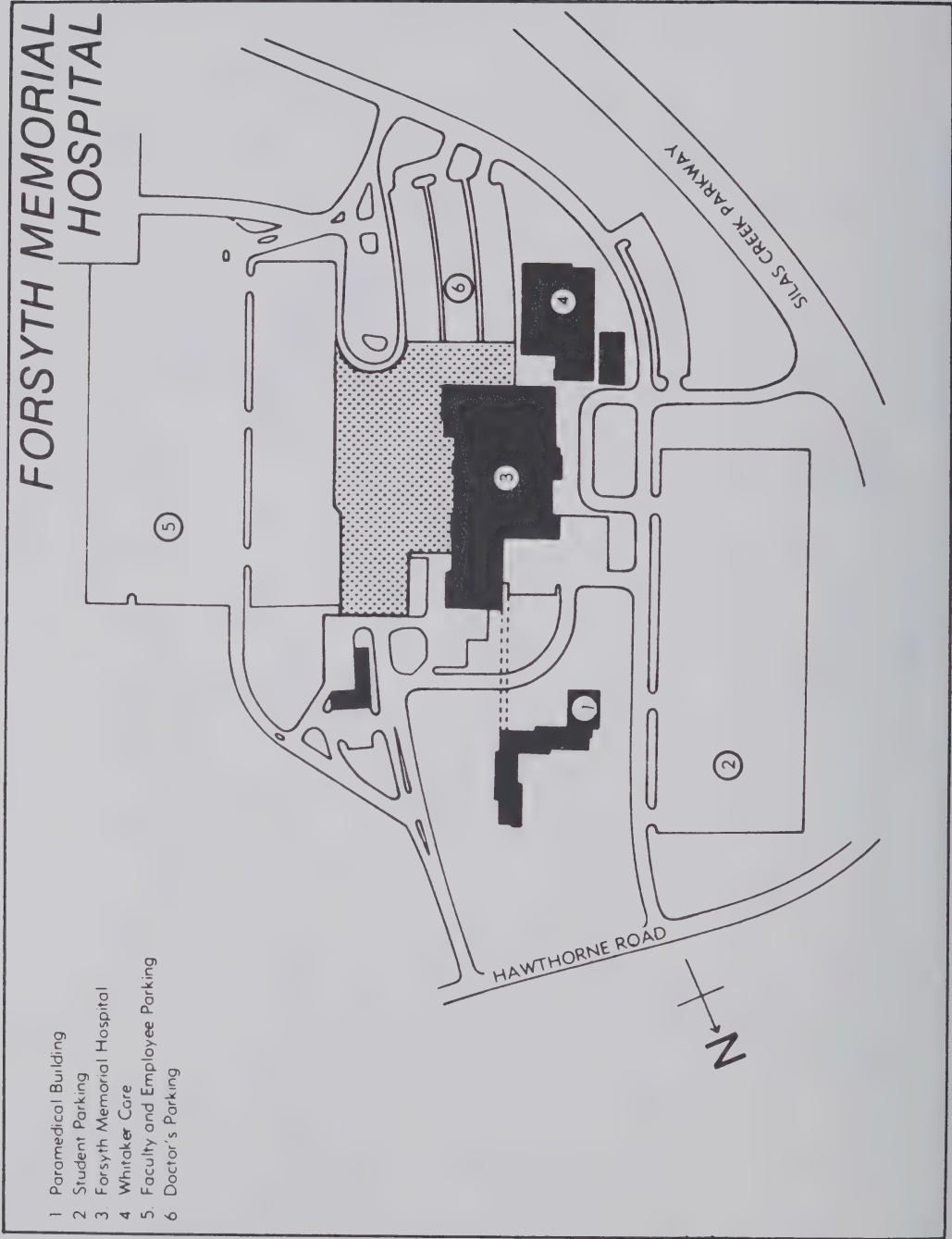
MAIN CAMPUS



MEDICAL CENTER



FORSYTH MEMORIAL HOSPITAL



PERSONNEL

BOARD OF TRUSTEES

Chairman Robert F. Joyce
Vice Chairman.....John P. Arrowood

APPOINTED BY THE GOVERNOR

	Term Expires
John P. Arrowood.....	1985
Vice President, Wilson-Covington Construction Co.	
Robert F. Joyce.....	1983
Regional Mgr., N.C. Dept. Natural Resources and Community Development	
Ned R. Smith.....	1989
Winston-Salem/Forsyth County Schools (Retired)	
Dr. Velma G. Watts.....	1987
Director, Office of Minority Affairs, Bowman Gray School of Medicine	

APPOINTED BY COUNTY COMMISSIONERS

Mrs. Selvey J. Boyer.....	1983
Instructor, Parkland High School	
Z. Gray Jackson.....	1985
Director, Consumer Credit Counseling Service	
Clyde F. McSwain.....	1987
Printing Instructor, Winston-Salem/Forsyth County Schools	
Dewitt E. Rhodes.....	1989
President, Facts Business Equipment, Inc.	

**APPOINTED BY WINSTON-SALEM FORSYTH COUNTY
BOARD OF EDUCATION**

Beaufort O. Bailey.....	1987
Media Director, Winston-Salem State University	
Dr. Charlie B. Hauser.....	1985
Winston-Salem State University (Retired)	
Carroll G. Thompson.....	1983
R.J. Reynolds Tobacco Company (Retired)	
Dr. H. P. VanCleve.....	1989
Bowman Gray School of Medicine	

APPOINTED BY STUDENT GOVERNMENT ASSOCIATION

Current SGA President (non-voting member)
(Elected Yearly)

ADMINISTRATIVE OFFICERS

Dr. Bob H. Greene	President
T. Glen Fleeman, Jr.	Executive Vice President for Instructional Affairs
Charles P. Branch	Vice President for Business Affairs
Charles R. King	Vice President for Student Services
James A. Rousseau	Vice President for Planning and Development
Larry V. Weaver	Administrative Assistant

INSTRUCTION

T. Glen Fleeman, Jr., Executive Vice President

Curriculum Programs

Marvin L. Allen	Dean, Business Technologies
Dr. Harley P. Affeldt	Dean, Engineering Technologies
Grace B. Corey	Dean, General Studies Division
Dr. James R. Winning	Dean, Health Technologies

Continuing Education

L. T. Williams	Dean
Dr. Velma A. Jackson	Associate Dean, Academic/ABE
R. Shelton Jones	Associate Dean, Avocational/Academic
Frances W. Proctor	Associate Dean, Health and Related



BUSINESS AFFAIRS

Charles P. Branch, Vice President

Joyce W. Keith Director of Financial Services
 Jerry D. Rogers Director of Auxiliary and Plant Services
 Glen A. Hunter Chief Security Officer

PLANNING AND DEVELOPMENT

James A. Rousseau, Vice President

Individualized Learning Center

Susan R. Taylor Director
 Bonnie V. Stone Coordinator
 Anne M. Teachey Coordinator

Institutional Development/Public Relations

Jean R. Perkins Coordinator

Library

Audrey B. Zablocki Director
 Thomas F. Gordon Reader Services Librarian
 Brenda B. Bodsford Audiovisual Technician
 Polly C. King Head, Library Technical Assistant
 Jennifer Y. Springs Library Technical Assistant

STUDENT SERVICES

Charles R. King, Vice President

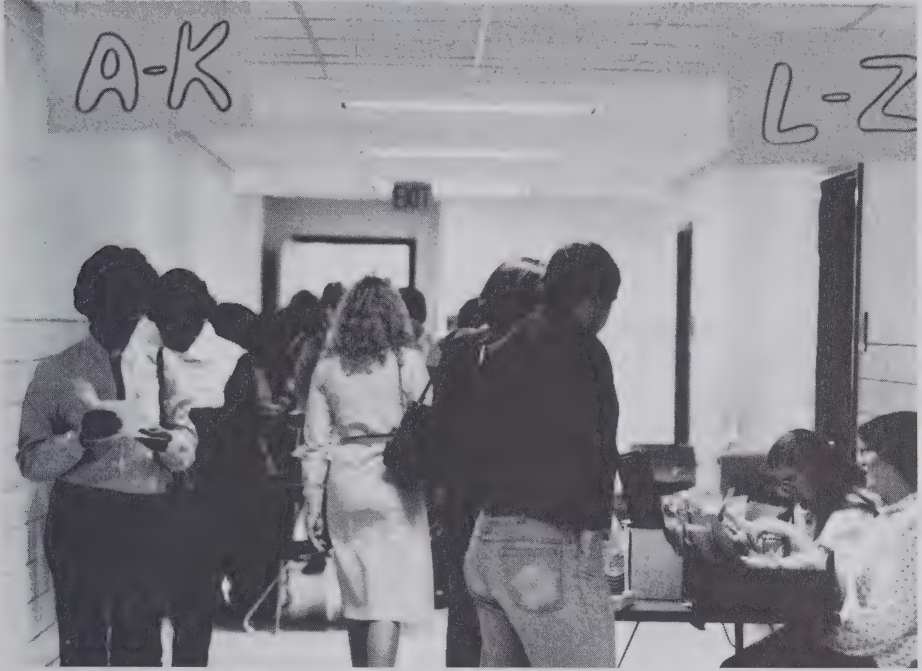
Susan Q. Phelps Dean, Admissions and Counseling
 J. Bruce Shepherd Director, Admissions and Recruitment
 Diane L. Sims Director, Student Financial Services
 Borys Leoczko Registrar
 James A. Shields Coordinator, Student Placement
 George McLendon Counselor/Coordinator Career Center
 Benjamin L. Howell Counselor
 Colleen R. Richardson Counselor
 (Vacant) Counselor
 Sandra W. Suggs Admissions Counselor
 Rebecca M. Weaver Admissions Counselor
 E. Lorraine Wood Admissions Counselor

PERSONNEL/EVENING PROGRAMS

Larry V. Weaver Administrative Assistant

Needs Concerning	Position	Location*
Academic Problems	Faculty Advisor or Counselor	MC, AHB, FMH
Academic Standing	Records Office	MC — Parkway Bldg.
Adult High School	Supervisor, Adult High School	MC — Parkway Bldg.
Appealing Academic Suspension	Dean	MC, AHB
Appealing Disciplinary Action	Dean, Counseling & Admissions	MC — Parkway Bldg.
Auto Decal	Cashier	MC — Admin. Bldg.
Books and Supplies	Book Store	MC — Snyder Hall
Campus News	Inst. Development	MC — Admin. Bldg.
Changing Curriculum	Counselor	MC, AHB, FMH
Class Absences	Each Instructor	
Class Rings (Purchase)	Bookstore	MC — Snyder Hall
Class Schedule	Faculty Advisor	
Class Schedule (Evening)	Evening Director	MC — Parkway Bldg.
Evening Classes		
Credit Courses in ILC	Credit Course Coordinator	MC — Admin. Bldg., ILC
Extension	Adult Ed. Director	MC — Parkway Bldg.
Evening Curriculum	Student Services Office	MC — Parkway Bldg.
Financial Aid	Financial Aid Office	MC — Parkway Bldg.
Graduation Forms/ Review of Credits	Records Office	MC — Parkway Bldg.
Housing	Student Services Office	MC — Parkway Bldg.
Injury or Illness	Instructor/Counselor	
Library Research	Librarian	MC, AHB, FMH
Out-of-State Tuition	Student Services Office	MC — Parkway Bldg.
Tutoring Services	Coordinator, Tutoring Service	MC — Admin. Bldg., ILC AHB, FMH — Dept. Chairman
Paying Tuition and Fees	Business Office	MC — Admin. Bldg.
Personal Matters/ Physical Handicaps	Counselor or Advisor	MC, AHB, FMH
Pre-Technical Courses	Pre-Tech Coordinator	MC — Snyder Hall
Program Pin (Purchase)	Bookstore	MC — Snyder Hall
Review and Remedial Work	Learning Lab Coordinator	MC — Admin. Bldg., ILC
Student Activities and Events	Student Activities Coordinator	722-0354
Veterans' Affairs	Veterans' Office or Counselor	MC — Parkway Bldg.
Withdrawal from School	Records Office or Counselor	MC — Parkway Bldg.

*MC — Main Campus
 AHB — Allied Health Building
 FMH — Forsyth Memorial Hospital



FORSYTH TECHNICAL INSTITUTE REGISTRATION RECEIPT FORM									
NAME		ADDRESS		CITY		STATE		ZIP	
PHONE		FAX		E-MAIL		DATE		CLASS	
COURSE		CREDIT		HOURS		FEE		TOTAL	
CHARGES		FOR BUSINESS OFFICE USE		CREDITS		TOTAL HOURS			
SUBTOTAL		XXX							
TOTAL CHARGES		XXX		50.00		151			
BUSINESS OFFICE (NUMERIC)									

ACADEMICS

REGISTRATION

The Institute operates on an 11-week quarter system. Students pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register on specific dates listed in the calendar for the academic year.

Tuition and fees must be paid on the registration day.

PREREGISTRATION

The preregistration period for continuing students is held during the latter part of each quarter. During this period, each continuing student is expected to meet with his/her advisor to determine his/her schedule of courses for the upcoming quarter. Any questions arising during this preregistration period concerning transfer credit for course(s) should be directed to the Director of Admissions and Recruitment. A preregistration period is conducted for new students that have been approved for admission. New student preregistration is held after the continuing students' preregistration.

ORIENTATION FOR NEW STUDENTS

All new full-time students are expected to participate in an orientation program conducted by members of the faculty and staff. Part-time students are also urged to participate. The purpose of orientation is to acquaint the student with the administrative personnel, faculty, and student leaders. The regulations, policies, and privileges of the Institute as set forth in the catalog and Student Handbook are discussed and interpreted. Specifics are presented on departmental rules and schedules for individual curriculums that entering students will be required to be familiar with in their future quarters.

LATE REGISTRATION, SCHEDULE CHANGES, AND DROP/ADD

Registration closes at the end of the drop/add period. (The academic calendar will list the length of the drop/add period.) Late registration is allowed if

1. the class is not cancelled or closed;
2. the student has the consent of his/her advisor and of the Office of Student Services and has met admission and prerequisite requirements;
3. the student pays a \$5.00 late registration fee in full at the time of late registration, unless he/she registers late at the request of the Institute.

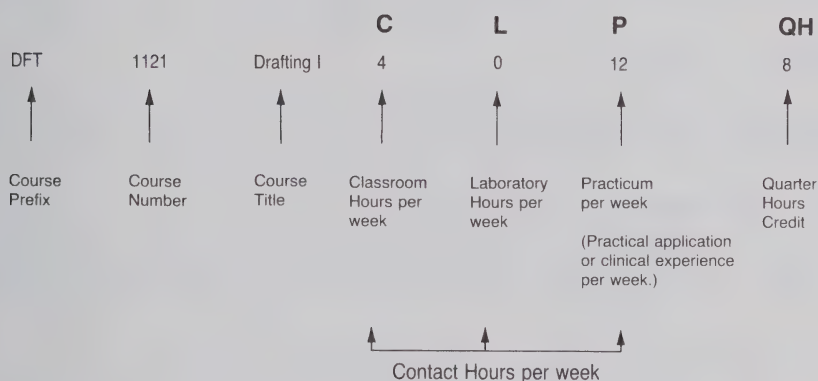
All class schedule changes must be approved by the student's advisor and notification of such changes submitted to the Registrar's Office.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix indicating the general subject area.
2. A number indicating a specific course within an area follows the letter prefix according to the following rules:
 - a. Pre-Technical courses 0001-0099
 - b. Technical courses 0100-0299
 - c. Vocational courses 1000-1099
 - d. Adult Continuing Education courses beyond high school 2000-3099

Sample Course Listing



GRADING SYSTEM

The following grading system is generally used by Forsyth Technical Institute:

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawal	W		
Passing	WP		
Failing	WF		
Incomplete	Inc		
Audit	Y		

The letter equivalent system is used for recording and reporting grades.

W — Withdrawal

An official Withdrawal is the grade given to a student who withdraws from a course through the 18th day of a quarter.

WP — Withdrawal Passing

Withdrawal Passing is the grade given to the student who at any time after the 18th day of the quarter withdraws from a course with a passing grade.

WF — Withdrawal Failing

Withdrawal Failing is the grade given the student who at any time after the 18th day of the quarter withdraws from a course with a failing grade.

Withdrawals (WP, WF)

A student may not withdraw from a class after the 50th day of the quarter without permission of the instructor.

How to Withdraw

Every student who is considering withdrawing from a class or from school should contact the instructor, advisor, or Student Services to discuss the decision to withdraw.

1. Withdrawal from a Class

It is the student's responsibility to notify the instructor, advisor, or Student Services in person or in writing of the decision to withdraw and complete form 500 A- One Class Drop Form.

2. Total Withdrawal from School

A student who must withdraw from school prior to graduation, either permanently or temporarily, should make an official withdrawal. The student should notify Student Services either in person or in writing and complete forms 500 B- Multiple Class Drop form and 500 C- Withdrawal Information Sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite reentry, transfer of credit to another institution, or to provide potential employers with accurate educational information. Veterans and Financial Aid recipients must notify the Office of Student Financial Services. The last day of class attendance will be the official drop date for the class.

I — Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other circumstances beyond the student's control are considered valid reasons for noncompletion of work. The student must have advised his/her instructor of the circumstance prior to the end of the quarter and have been granted an incomplete grade. The

instructor must have specified the work to be made up in order to remove the incomplete and a date within the following quarter by which the work must be completed. If the conditions necessary to remove the incomplete will require additional hours of instruction, the student must reregister for the course. If, on the other hand, the student needs only to complete work without instructional supervision, this must be completed no later than the following quarter or the course must be repeated.

Any student who receives an incomplete on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if he/she is registered for the next succeeding course. Should the student fail to remove the incomplete by the end of the drop/add period, he/she must drop the course which is dependent on the prerequisite.

If the incomplete is not removed by the end of the quarter immediately following the quarter it was granted, it will remain permanently recorded.

Y — Audit

Any audit of courses must have prior approval of the appropriate Division Dean. The Audit Request form is available in the Registrar's Office and must be submitted to the Registrar's Office for processing before the end of Drop/Add.

Students auditing courses are not required to take examinations or hand in written work but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit or credit changed to audit after the last day of drop/add. Normal attendance policies will apply.

HONORS AND HIGH HONORS LISTS

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the Institute identifies those students for the honors and high honors lists. In order to be named to the honors list, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.00 GPA, but less than a 3.50 GPA. In order to be named to the high honors list, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.50 GPA.



ACADEMIC STANDING

To be in good academic standing, a beginning student must have earned a grade point average of 2.00 by the end of the first quarter, and a cumulative grade point average (GPA) of 2.00 must be maintained thereafter.

A student who does not earn the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student will automatically be removed from probation when he/she earns the required cumulative GPA.

A student on academic probation who does not earn the required grade point average in the next quarter may be required to register for a reduced load, or he/she may be required to withdraw from the program. The student may be directed to a more suitable curriculum.

Students in some curriculums may have special grade progression policies. These policies will be given to the student at the beginning of course study. Students who do not meet the requirements of these policies will be dropped from the curriculum.

Each student enrolled in the Institute is expected to be aware of his/her academic status at all times and to be responsible for knowing he/she has failed to meet the requirements for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Services are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

At the end of each quarter, each departmental Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the respective division dean.

ACADEMIC APPEAL

When a student wishes to appeal the decision of the departmental Academic Review Committee, he/she must appeal in writing to the appropriate division dean within 24 hours after the date of receipt of grades.

The Dean will convene the division Academic Appeal Committee which will hear the appeal and make a recommendation to the Dean. The Dean will make the final decision and notify the student, the department chairperson, and the advisor in writing.

COURSE REPEAT RULE

The last grade earned on a repeat course, whether "F" or higher, will be the grade computed for GPA. Withdrawal grades ("W", "WP", or "WF") will not be considered as repeat grades.

If a student fails any course in his/her trade or technical curriculum, he/she must repeat the course until a passing grade is received; otherwise, he/she cannot receive the State Vocational Diploma or the Associate of Applied Science Degree. The student is responsible for scheduling make-up courses required for graduation.

If a student fails one of the courses in the major subject area, he/she may be referred to the Office of Student Services for counseling.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter, student grade reports are available to students in the Registrar's Office.

Transcripts of the student's records cannot be sent to other schools, prospective employers, or to the student himself, unless an official written request is made by the student to the Registrar's Office.

Grade reports and transcripts are withheld until all student obligations to the Institute have been met.



ADVISOR/ADVISEE PROGRAM

Because problems of communication often impersonalize student-faculty relationships, Forsyth Technical Institute has an advisor-advisee program, which is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student at Forsyth Technical Institute is assigned an advisor from his/her own curriculum. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his/her academic program from quarter to quarter and that potential problems can be solved.

Each advisor will post regular office hours so the student can arrange conferences to discuss or explore any problem or condition. The advisor will assist the student during preregistration and registration. Students are not allowed to register without proper advising.

Each student is assured that all discussions are confidential and that when necessary, he/she may be referred to other guidance resources to help with particular concerns.

ATTENDANCE

1. Class attendance is calculated from the first officially scheduled class meeting which includes the drop/add period through the last scheduled meeting.
2. Students will be informed in writing at the beginning of the quarter when an instructor **requires special attendance rules** for the course. The Health Division curriculums have additional special attendance rules that must be followed.
3. A student must satisfy his/her instructor that he/she should be permitted to remain in a course and attend classes after incurring any absence in excess of the following:
 - a. three (3) regular one-hour class sessions
 - b. two (2) practicum (shop, laboratory, or clinical experience) sessions which meet for two or more hours
 - c. two (2) regular one-hour class sessions, and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two or more hours
4. When a student is absent from a class and practicum (shop, laboratory, or clinical experience) session which meets consecutively, each session missed will be counted as an absence.
5. Students have full responsibility for accounting to their instructors for absences.
6. Students are expected to report for class and practicum (shop, laboratory or clinical experience) on time. Habitual **tardiness** may, at the discretion of the instructor, be considered in computing class attendance.
7. Students are expected to attend all class, laboratory, shop, and practicum sessions. No passing grade will be issued for a course if, for whatever reason, a student has been absent for 25 percent of the total possible class time per course per quarter.

CLINICAL EXPERIENCE IN HEALTH PROGRAMS

1. Clinical hours in any of the health curriculums may be scheduled during any part of the 24 hour day, seven days a week.
2. Students will be informed in writing at the beginning of the quarter of the special attendance requirements for the clinical course.
3. In order to pass clinical courses, the students must pass all critical requirements for the course.
4. Uniforms must fit **neatly** in order for the student to meet the dress code of both the Institute and the hospitals.
5. There are certain areas (i.e. operating room, isolation rooms, obstetrics) of the hospital that require special hospital dress. Any student who cannot wear this special dress will not be allowed to go to that clinical area.

STUDENT CLASSIFICATION

Full time:	A student who is enrolled in 12 or more quarter hours of course work.
Part time:	A student who is enrolled in fewer than 12 quarter hours of work.
Special:	A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must meet the regular admissions criteria. (See Special Credit Policy.)
Audit:	A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
Freshman:	Any student who has earned fewer than 45 credit hours.
Sophomore:	Any student who has earned 45 credit hours or more.

PRE-TECHNICAL PROGRAM

The Pre-Technical program provides a student with an opportunity to build academic skills and acquire the background which should facilitate entrance into his/her desired curriculum program.

For an applicant to a degree program who, on the basis of test results and past performance, does not qualify for immediate admission to his/her chosen program of study, non-credit developmental course work is available and may be required as a condition of admission to the program.

A student may then transfer into his/her curriculum program when the criteria have been met and pre-technical and selected curriculum courses have been completed. All credit courses within the student's chosen curriculum will then be applied toward graduation.

Some developmental courses are also open to students who wish to take them for personal benefit.

SPECIAL CREDIT POLICY

A special credit student is one who is taking one or more curriculum credit courses but who is not enrolled in a specific curriculum. Special credit students are permitted to register for credit courses without having to be admitted as a regular curriculum student, provided prerequisite requirements have been met and that such registration does not preempt students enrolled in a degree, diploma, or certificate program. Some credit courses will not be available to special credit students without prior departmental approval.

For admission to Forsyth Technical Institute, a special credit student needs to complete the student application and have official transcripts sent to the Admissions Office. All special credit students are required to take the Comparative Guidance and Placement Test unless it is waived by the Admissions Office. Satisfactory completion of courses as a special credit student does not guarantee admission to a regular curriculum. Special credit students must submit an updated application and meet regular admission requirements if they desire to be approved or reclassified as a curriculum student.

Generally, students are approved for special credit status in the following circumstances:

1. The student desires to take some relevant credit courses prior to his/her being able to start a specific curriculum. The student may desire to complete these courses before entering that curriculum in order to reduce course load once in the program and thus improve chances for success.
2. The student desires to take specific credit courses, but his/her educational goals do not include pursuing and completing a curriculum at Forsyth Technical Institute.
3. The student who has been denied admission into a specific curriculum that has already reached its quota at the time of his/her application but wishes to complete the related courses.

Special credit students are assigned an advisor and may take a maximum of 15 hours in any one quarter while classified as special credit. When a student reaches 30 credit hours, he/she will be advised to seek admission into a curriculum program, but there are no limitations on the number of credit hours earned by a special credit student. All credit hours will be evaluated for application to curriculum admission when and if the special credit student applies.

All general school policies, rules, and Code of Conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through the Institute; however, in some cases veterans may qualify for veterans benefits in cases such as "denied admission" described above in number 3.

Those students who are determined to be in the Pre-Technical program based on CGP test scores are not eligible to be considered as special credit students.

READMISSIONS

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through the Admissions Office. Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the Academic Review Committee, and the applicant's career objectives. Students granted readmission may have course load restrictions, specific grade requirements, and/or required counseling sessions in order to remain enrolled in the curriculum. When good academic standing has been reestablished, the restriction(s) will be removed.

There are specific additional guidelines for reentry into some of the health programs such as Associate Degree Nursing and Practical Nurse Education. These guidelines may be obtained from the Office of Student Services.

Former students who reapply for admission may be asked to supply the Admissions Office with transcripts and test scores.

Students who have been suspended for disciplinary reasons cannot be readmitted without submitting a request for approval from the Dean of Admissions and Counseling.

GUIDELINES FOR INDEPENDENT STUDY

Independent study provides an alternate means for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are as follows:

1. To be considered for independent study, the student must file an independent study request form with his/her advisor who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during preregistration, and the student must register for the course during the regular registration period.
2. Acceptable reasons for allowing a student to take an independent study are: (1) one-time course sequencing difficulties, (2) scheduling problems that were no fault of the student, (3) needing the course for graduation at the end of the quarter.
3. A student will not be approved for independent study if his/her cumulative GPA is less than 2.00 or if he/she has failed or withdrawn failing from the course in question.
4. A student will not be allowed to take more than two courses as independent study during the entire time in a curriculum. Exceptions require special approval from the division dean.
5. All independent studies must be taught/given by a full-time instructor.

PROFICIENCY EXAMS

A student may request permission to take a proficiency examination in certain courses provided the student has been approved for admission or is officially enrolled in the course. The student must complete a proficiency examination request prior to the end of the tenth class day of the quarter. A \$10.00 nonrefundable charge is assessed for each proficiency examination. Information on proficiency examinations can be obtained from the office of the appropriate division dean.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Technical Institute. Direct transfer of credits may be granted if the student is transferring from an institution that is regionally accredited or is a member of the North Carolina Community College System. Provisional transfer credit may be granted if the student is transferring from an institution that is not regionally accredited or is not a member of the North Carolina Community College System but is recognized by the Council on Post Secondary Education (see "Provisional Transfer Credit" section).

No grade lower than a "C" may be transferred from other institutions. Courses taken on "Pass/Fail" basis will be considered only after receiving information on require-

ments necessary to receive a "Pass" grade. All final transcripts for transfer work should be received at least two weeks before enrollment. Determination of transfer credit for questionable courses will be made by the Director of Admissions and Recruitment after consultation with appropriate departmental chairpersons. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. When a student transfers between curriculums within Forsyth Technical Institute, credits attempted, including grades, hours earned, and quality points, will be forwarded to any curriculum where the courses are identical. A student's initial cumulative grade point average in a new curriculum will be computed from the credits forwarded to that curriculum. For courses that are not identical but comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing grade point average; only hours earned will be transferred.

Many courses with a technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at other institutions and/or credits earned at Forsyth Technical Institute. Generally, courses in this classification taken more than five years before entry into the Institute cannot be considered for transfer purposes. A complete list of these courses and the specific time limitations are maintained by the Director of Admissions and Recruitment. In such instances, students may challenge out-of-date courses by proficiency examinations when appropriate and available.

Inquiries concerning transfer credits granted must be made to the Director of Admissions and Recruitment during the student's first quarter of enrollment. If the student is not satisfied with the transfer credit as granted, requests should be made in writing to the Director of Admissions and Recruitment who will confer with the appropriate Divisional Dean. After deliberation between the Divisional Dean and the Director of Admissions and Recruitment, the student will be notified as to the final decision on transfer credit to be granted.

PROVISIONAL TRANSFER CREDIT

Students transferring from an institution not regionally accredited but recognized by the Council on Post-Secondary Accreditation (COPA) may be granted provisional transfer credit under the guidelines and procedures as set forth by the Office of Student Services and approved by the President.

1. Any applicant from institutions that are not regionally accredited or that are not members of the North Carolina Department of Community Colleges must meet all the requirements for admission as an entering student in the specific curriculum.
2. Upon receipt of an official final college transcript, credit will be determined according to FTI curriculum guidelines, and the student will be notified of courses provisionally accepted toward graduation. Grades lower than a "C" will not be considered for transfer. Courses completed on a "pass/fail" basis can be considered only upon receipt of information on requirements necessary to receive a pass grade.

3. Student must satisfactorily complete 24 quarter hours of credit academic work at FTI before provisional transfer credit is officially accepted and recorded on FTI transcript. The term "satisfactory" means the student has a minimum 2.00 cumulative grade point average in FTI course work and meets any other academic requirements necessary to continue in the specific curriculum at the Institute.
4. It will be the responsibility of the student to request that provisional transfer credit be officially accepted after the minimum quarter-hours-in-residence have been met. The request should be made to the Registrar.
5. Between initial enrollment and acceptance of transfer credit, students must complete prerequisite courses at Forsyth Technical Institute.

NOTE: In some technical or skill-level courses proficiency examinations (when appropriate and available) might still be necessary to determine proper academic placement.

TRANSFER OF EARNED CREDIT BETWEEN FTI PROGRAMS

Credits earned in any FTI two-year program may be credited toward a degree or diploma program upon evaluation and acceptance by the Director of Admissions and Recruitment. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the Registrar.
2. Student records will not be reviewed by "third parties" unless permission is obtained in writing from the student. Exceptions may be made for teachers and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The Dean of Admissions and Counseling will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student.
4. Forsyth Technical Institute does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services staff.

SEALED RECORDS

A student's records may be sealed from the student's review and closed for purposes of readmission and grade posting due to financial debt to the school or litigation involving the student and the school. Inquiries regarding sealed records should be directed to the Dean of Admissions and Counseling. Transcripts will not be issued as long as the file remains closed.

TUITION AND FEES

TUITION

The Institute receives funds from local, state, and federal sources. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

Tuition:

12 quarter hours or more	\$51.00 per quarter
Less than 12 quarter hours	\$4.25 per quarter hour
Late registration fee	\$5.00

No tuition is charged for non-credit classes in the Continuing Education Program. However, registration fees of \$8.00 to \$20.00 may be charged. No tuition or fee is charged for Adult Basic Education courses. Normal tuition rates will apply if courses are taken in the I.L.C. for curriculum credit. No tuition or fee is charged for individuals age 65 and over. Instructional materials fees are set to meet instructional needs in certain types of classes.

Summer Session and Audit Fees are charged at the same rate as those shown above.

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least twelve months prior to enrollment. Currently, out-of-state tuition is \$21.25 per quarter hour or \$255.00 per quarter for a full-time student.

Students who are in doubt as to their status as a resident should request clarification by consulting the Office of Student Services before registration. Students may appeal their residence for tuition status to the Dean of Counseling and Admissions.

STUDENT ACTIVITY FEE

It is the policy of this institution that a student activity fee be charged. The activity fee for curriculum students will be collected during each quarter's registration according to the following schedule:

12 or more credit hours	\$5.00
6 to 11 credit hours	\$4.00
less than 6 credit hours	\$1.00

The use of such a student fee is at the discretion of the Board of Trustees upon recommendation of the President. In general, these fees are used for student-centered activities and for the general benefit of the student body. Student activity fees are not refundable for any reason.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the Institute but are the responsibility of the student and may be purchased at the Institute's bookstore. The cost of books and supplies varies from program to program and from quarter to quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students.

The initial cost of uniforms and special equipment for students in the various health programs ranges to approximately \$200.00 depending upon the program.

The cost of uniforms and equipment is estimated and subject to change. Students should inquire for details during admission interviews.

TUITION REFUNDS/HOLDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illness, death in family, and job transfer. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws and submits a request within ten calendar days after the first day of classes. If a student withdraws from a course or courses, but remains enrolled in the Institute, he will receive no refund for the course dropped unless the Institute is at fault in causing the withdrawal/drop. Refunds of five dollars or less will not be made except for classes cancelled by the Institute.

A student who must withdraw may submit a request that his tuition be held. A request for a tuition hold will be considered when the cause is completely beyond the student's control. If the request is granted, the tuition will be credited to his account so that it may be applied toward costs for any one of the following four quarters.

Fees other than tuition cannot be refunded or held for later quarters. Statements from employers or doctors may be required before requests for refunds or holds are processed.

OTHER FEES

No laboratory, breakage, or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the Institute. Academic credit and official transcripts may be withheld until proper payment is made.

HOSPITALIZATION INSURANCE

All full-time students below age 26 are eligible to obtain Blue Cross–Blue Shield Group Insurance at special student rates.

Provisions for this are made through individual contact of the student and Blue Cross–Blue Shield Insurance Company.

LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to enter the hospitals for clinical practice. The cost of the insurance may range from \$11.00 upward depending on the insurance carrier and must be purchased at the beginning of the fall quarter or the quarter a student enters or reenters a health program.

STUDENT FINANCIAL SERVICES

Financial aid provides financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to the student in relation to educational expenses.

Students applying for financial aid should complete and mail the American College Testing Program Family Financial Statement (F.F.S.) to the appropriate address. This form should be completed no later than May 1 preceding the academic year for which aid is requested. As financial aid awards are for only one academic year, students must reapply each year. Requests after May 1 will be processed as long as funds are available.

To be eligible for financial assistance, a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who are eligible. Scholarships, loans, grants, and workstudy may be used singly or in combination to meet a student's total need.

Financial aid brochures containing more detailed information are available in the Office of Student Financial Services.

NOTE: In order to continue participation in any of the following financial aid programs, a student must be enrolled at least halftime and maintain satisfactory progress, and have a 2.00 cumulative GPA. Students who do not have a 2.00 cumulative GPA at the end of a quarter are placed on financial aid probation. Students in this category may receive financial aid for the next quarter but must complete that quarter with a cumulative GPA of 2.00 or must have completed a full-time course load (12 quarter hours) during the probation quarter with a 2.00 quarterly average. If a student on financial aid probation does not earn the required GPA, he/she is considered to be making unsatisfactory progress and is placed on financial aid suspension. Financial aid suspension is termination of all financial aid. When a student's work meets the required 2.00 cumulative GPA, financial aid may be reinstated and his/her name will be removed from probation.

GRANTS

PELL Grants

The PELL Grant program is a Federal Aid Program designed to provide financial assistance to those who need it to attend post-high school educational institutions. It was formerly referred to as the BEOG or Basic Education Opportunity Grant. The one-year awards normally range between \$200 and \$838. Students may apply by completing the ACT Family Financial Statement or the Application for Federal Student Aid. Applications may be obtained at the Office of Student Financial Services. Students should allow six weeks for processing.

Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant (SEOG) is funded by the federal government and is for students of exceptional financial need who, without a grant, would be unable to continue their education.

North Carolina Student Incentive Grant

The North Carolina Student Incentive Grant (NCSIG) is designed for students of exceptional financial need who are North Carolina residents. Students applying for the NCSIG must do so before March 15.

COLLEGE WORKSTUDY

Workstudy is a federally supported program through which students, primarily from low income families, are given preference for part-time employment (up to 20 hours per week). Students must be enrolled at least halftime to apply for workstudy and maintain a 2.00 cumulative grade point average.

LOANS

The Office of Student Financial Services maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

James E. and Mary Z. Bryan Foundation
 North Carolina Insured Student Loan Program
 North Carolina Department of Human Resources — Nursing Loan
 North Carolina Funds for Vocational and Technical Students
 Sloan S. Sherrill Nursing Loan Fund
 Taylor Student Nurse Loan*
 Winston-Salem Foundation*
 Winston-Salem Hospitals Consortium Nursing Student Loan Fund
 *Available to Forsyth County residents only.

North Carolina Insured Student Loan Program

Legal residents of North Carolina, who have been accepted for enrollment or are enrolled in good standing and maintain satisfactory progress, may borrow up to \$2,500 or one-half the estimated cost of education per year through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and the United States Office of Education pays the 9 percent interest during the in-school and grace periods. Application must be made through the Institute's Office of Student Financial Services.

North Carolina Department of Human Resources Educational Loan for Second Year Associate Degree Nursing Students

North Carolina residents who are entering their second year of Associate Degree Nursing may apply for a \$1,500 nursing loan. The loan is repaid by service in an

approved medically underserved area of North Carolina. Interested students should contact the Office of Student Financial Services in November 1983 to apply for the 1984-85 academic year and in November 1984 for the 1985-86 academic year.

Sloan S. Sherrill Nursing Loan Fund

The Sherrill Nursing Loan is an interest-free loan made through Forsyth Technical Institute for second-year Associate Degree Nursing students. For more information and applications, students should contact the Office of Student Financial Services by May preceding the academic year for which a loan is requested.

Winston-Salem Hospitals Consortium Nursing Student Loan Fund

Associate Degree Nursing students entering their third quarter may apply for a \$1,500 nursing loan. The loan is repaid by service in one of the four hospitals in Winston-Salem. Interested students should contact the Office of Student Financial Services.

SCHOLARSHIPS

The RJR Archer Scholarship is awarded annually to an outstanding student entering the second year of Manufacturing Engineering Technology and Electronics Engineering Technology.

The R. D. Boyer Scholarship Fund is awarded annually, based on financial need, to a student pursuing a career in construction occupations.

The Bobby F. Cheek Honorary Scholarship is presented by the Pfafftown Jaycettes for a Forsyth County resident. The awarding of this scholarship is not controlled by the Institute.

The Data Processing Management Association Scholarship is awarded annually to an outstanding student entering the second year of Electronic Data Processing.

The Mary Kate Dixon Horticultural Scholarship is awarded annually to an outstanding student entering the second year of Ornamental Horticulture.

The Norman Gaddis Scholarship is sponsored by the Student Government Association. It is primarily an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Integon Scholarship is awarded annually to a deserving second-year Executive Secretarial Science student and is based on need, academics, and good citizenship.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of Executive Secretarial Science.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students.

The Winston-Salem Kiwanis and the Twin City Kiwanis Clubs award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the Institute.

The Mary B. Lauerman Memorial Scholarship is awarded annually to a full-time student with the highest cumulative grade point average entering the second year of Associate Degree Nursing.

The L. Carroll Lennon Scholarship Fund is donated by Read's Uniform Center, Inc. The award is given each year to a first and second year Associate Degree Nursing student and a Practical Nurse Education student. Recipients for this award are referred by the Office of Student Financial Services.

The McPhail Scholarship fund is sponsored by the Pilot Club of Winston-Salem. This need based scholarship is awarded annually to an Associate Degree Nursing student.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

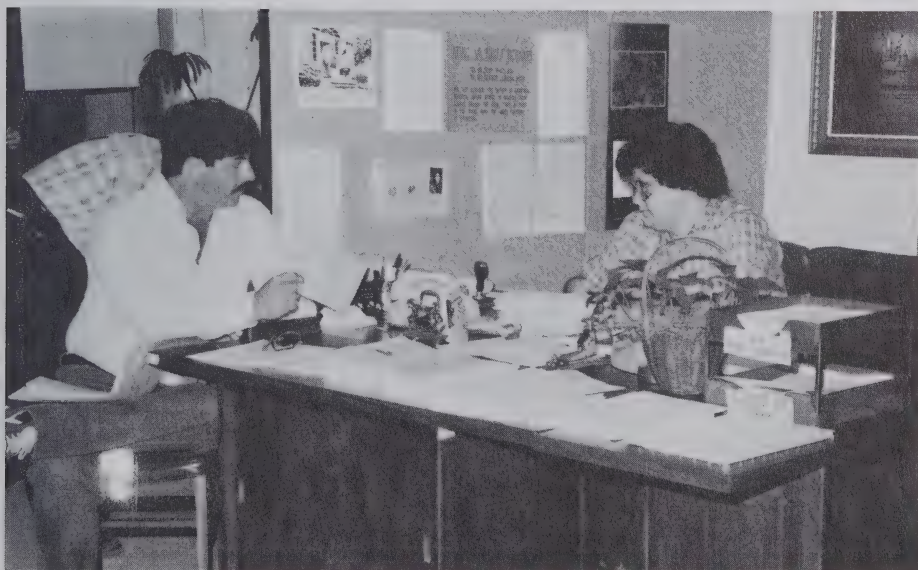
The North Carolina Society of the American Association of Respiratory Therapy Incorporated Scholarship is awarded annually to one student in North Carolina entering the second year of Respiratory Therapy. Students who wish to apply should contact the department chairperson of Respiratory Therapy.

The Lynne Breedlove O'Rourke Memorial Scholarship is awarded annually to an outstanding student entering the second year of Radiologic Technology.

The Henry F. Snyder Scholarship is used primarily as an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Wachovia Technical Scholarship is awarded annually to two students who are enrolled full time in the second year of a technical curriculum and is based on need and scholastic promise.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted; however, some of the scholarships are restricted to individuals enrolled in specific programs.



OTHER SOURCES OF AID

Other sources of aid not administered by the Institute are available for eligible students. Interested students should apply with the appropriate agency. The Office of Student Financial Services can assist the students in making the initial contact with the sources listed below:

- Social Security Benefits
- North Carolina Veterans Affairs Scholarships
- North Carolina Vocational Rehabilitation
- North Carolina National Guard Tuition Assistance Plan
- Job Training Partnership Act (JTPA)
- Dependency and Indemnity Compensation (VA)

VETERANS' BENEFITS

The Institute is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA).

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling in the Institute. All admission requirements must be completed before veterans' paperwork can be started. Admissions will require application forms, testing, and the receipt and evaluation of transcripts for all prior training.

Once the admissions procedures are completed, the eligible person should contact the Office of Student Financial Services to begin benefits processing. The actual enrollment certification and related documents will not be submitted to the VA Regional Office until the new student registers for classes.



GRADUATION

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from the Institute must fulfill all course requirements. All students must earn a cumulative grade point average of 2.00 and must have received a passing grade in all required courses to be eligible for graduation.

A student who has earned a cumulative grade point average of 3.50 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.00 is eligible to be graduated with honors.

Grade Point Average (GPA) is obtained by dividing the total quality points earned by the total number of credit hours work attempted.

A candidate for an associate degree must complete at least 32 quarter hours of credit work at the Institute, with a minimum of 16 quarter hours in the major area. A candidate for vocational diploma must complete at least 16 quarter hours of credit work at the Institute, with a minimum of eight quarter hours being in the major area courses. Credit hours required in residence may not be met by proficiency examination.

Course requirements vary according to program. The student should refer to the course requirements for his/her program of study to determine if all requirements have been met and should be aware at all times of his/her progress toward graduation.

It is also the responsibility of the student to complete an official INTENT TO GRADUATE form at least six weeks before his/her last registration. These forms may be obtained from the faculty advisor, who will assist the student in completing the form and will submit the form to the Registrar's Office.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of spring and summer quarters on the dates published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Registrar's Office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

Marshals are selected from full-time rising sophomores who have maintained the highest scholastic averages during their freshman year. The two marshals who have the highest academic averages are named chief marshals.

SCHOOL RINGS AND PINS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his/her curriculum may order the official school ring. The student is required to pay a deposit at the time the ring is ordered, with the balance due upon delivery.

Pins for health programs are also available. Orders for both pins and rings may be placed through the Institute's bookstore.

STUDENT CODE AND RESPONSIBILITIES

CODE OF CONDUCT

The act of enrollment at Forsyth Technical Institute (hereinafter “the Institute”) includes an acceptance by the student of the rules and regulations of the Institute. By enrolling, the student accepts the obligation to assist in making the Institute an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and the Institute assumes and requires that men and women of suitable age who enroll in the various programs will maintain standards of conduct appropriate to the status of students at the Institute.

The Institute has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation or the responsibilities of the Institute, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

The Institute recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, the Institute recognizes, declares, and vests certain rights in each and every student enrolled at the Institute.

Student Rights

- A. Legal Rights** — All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, the Institute shall adhere to all of the statutes of the United States and State of North Carolina. The Institute has recognized the Student Government Association as the approved agency to voice students’ opinions and speak on institutional policies concerning students’ activities.
- B. Rights of the Learner** — The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students Records** — The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the Institute.
 - 1. Students may review their educational records by making a request in writing to the Registrar.
 - 2. Ordinarily, student records will not be available for review by “third parties” unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena.

Exceptions in all instances are made for Institute administrators, provided the information is needed in regard to educational purposes. Exceptions may also be made in the case of parents claiming the student as a dependent. The Vice President for Student Services, in his or her discretion, shall make the final decision concerning access to records by any persons other than the student.

3. Official transcripts will be issued only upon a written request by a student or upon written authorization by a student to be released to a designated entity.

- D. Freedom of Association** — Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association prior to organization on the campus in order to insure that Institute policies and procedures are followed and adhered to.
- E. Due Process** — Due process procedures are established hereunder to guarantee the right of a hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right of counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.
- F. Search or Seizure** — No automobile owned by students or personal effects of the student shall be subject to search or seizure in violation of the constitutional right of the student as defined in Paragraph A. above.

GENERAL CAMPUS RULES AND REGULATIONS

The following is a general summary and classification of the major rules of student conduct, and any violation thereof shall be considered a violation of this Code of Conduct. For purposes of the Institute rules and regulations, Institute grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by the Institute or any division thereof.

Rule 1. Disruption

A student shall not by the use of intentional, willful or wanton violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause or attempt to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the Institute.

Rule 2. Damage to or Destruction of Institute Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Institute property, or shall not steal, or attempt to steal, Institute property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on the Institute grounds or while attending an Institute activity, function, or event held off Institute grounds.

Rule 4. Assault on or Verbal Abuse of Institute Employee

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, or threaten to cause, physical injury to an Institute employee at any time while such student is enrolled at the Institute, nor shall a student verbally abuse, harass or direct any profane language toward an Institute employee at any time while such student is enrolled at the Institute.

Rule 5. Physical Abuse of Persons Other Than Employees

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, or threaten to cause, physical injury to any other student or Institute guest, visitor, or invitee at any time while such student is enrolled at the Institute, or while such student is on Institute grounds or is attending an Institute activity, function or event held off the Institute grounds.

Rule 6. Weapons and Dangerous Instrumentalities

A student shall not knowingly or negligently possess, handle or transport any weapon, or any object that could reasonably be defined as a weapon, on the Institute grounds or to or at any Institute activity, function or event held off Institute grounds. This rule shall not be construed as applying to normal and routine Institute supplies and equipment.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other Controlled Substance (as Controlled Substance is defined by the North Carolina General Statutes) while on Institute grounds or during the time when a student is participating in any Institute activity, function or event off Institute grounds. A moderate use or consumption only of alcoholic beverages at Institute social functions shall be excepted from this rule, but only when such social function and the use of alcoholic beverages thereat are sanctioned by the Student Government Association. Use of any drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activity

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, Institute administrators, or authorized Institute personnel during any time when the student is under the authority of Institute personnel. A student on campus shall promptly identify himself to an Institute official or campus security officer at all times upon reasonable request. A student shall appear before Institute

officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Rule 9. Cheating, Forgery and Related Offenses

It shall be a violation of the Institute Code of Conduct for a student to commit any one of the following acts:

- (1) Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor, and any form of plagiarism as such term is commonly defined;
- (2) Furnishing of false information to any Institute personnel; and
- (3) Forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any State or Federal laws while on the Institute campus or while attending an Institute activity, function or event off Institute grounds.

Rule 11. Student Dress Code

Although Institute students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending an Institute activity, function or event off Institute grounds. Special technical or vocational programs, such as the Health Programs, may require special dress codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the dress codes for such areas.

Penalties for Violation of the Code of Conduct

Violations of the Code of Conduct of the Institute may result in suspension or dismissal of the student from the Institute.

Enforcement Procedures

Student conduct on the Institute campus or student conduct during an Institute activity, function or event held off Institute grounds that violates Federal and/or State laws and Institute regulations may be dealt with in the following manner:

1. The student may be turned over to civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities and by the Institute authorities; or
3. The student may be subjected to sanctions imposed by the Institute authority notwithstanding the fact that civil sanctions may not be imposed.

Disciplinary Procedures

Instructional Areas — Any instructor may request a student to leave his class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. The instructor, identifying the student and the cause for dismissal from class, will immediately notify his division dean and the Dean of Admissions and Counseling of actions taken. If the student refuses to leave the class, the instructor may call campus security for assistance.

The burden of requesting reentry to class, laboratory, shop, or clinical area shall be upon the student involved. Request for reentry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before reentry, the instructor must require the student to meet with the division dean or the Student Services counseling staff for further discussion. If the division dean or the Student Services counseling staff decides that the student should temporarily or permanently be dismissed from the class or from the Institute, the instructor will send a written report (approved by the division dean) to the Executive Vice President for Instructional Affairs. The Executive Vice President for Instructional Affairs will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report; if he/she wishes to appeal the decision, he/she must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

Noninstructional Areas — Any employee or student may file a written complaint for disciplinary action against any student enrolled at the Institute. The complaint must be filed with the Vice President for Student Services who will promptly investigate the complaint and make a decision regarding temporary suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified. If the student wishes to appeal the decision of the Vice President for Student Services, he/she must do so by writing to the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the departmental and divisional level for instructional areas or the Vice President level for non-instructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. Discipline;
2. Dismissal, except for academic standing;
3. Admissions;
4. Residency;
5. Discriminatory practices.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the Dean of Admissions and Counseling, who shall forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student for clarification, or he/she may reject the appeal if factual information or reasons for appeal are not stated.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of the Institute. The committee reserves the right to suggest to the President that a current policy be examined for continued value to the Institute.
3. The committee will submit its recommendation to the Vice President for Student Services, who will make a recommendation to the President for a final decision and who will notify the parties involved. If the Vice President for Student Services has already made a decision, the committee will make its recommendation directly to the President.
4. In matters concerning residency classification, the committee's recommendation will be sent to the Vice President for Student Services, who will notify the parties involved of his decision. The next step in the appeal process is to the State Residence Committee.
5. Records of the proceedings of the Institute Student Appeals Committee are available upon written request to the Dean of Admissions and Counseling for Student Services.
6. The student must obtain special permission from the Executive Vice President for Instructional Affairs to attend classes pending resolution of the case on appeal.

The operating procedures of the Student Appeals Committee are available in the Dean of Admissions and Counseling office in Student Services.

Student Financial Responsibility

The Business Office recommends the use of cash, certified checks, or cashier's checks. Personal checks will be accepted only with a pictured, numbered ID (usually a valid driver's license). Third-party, out-of-county, and business checks may not be accepted and out-of-state checks will **not** be accepted.

Personal checks may be written to pay for tuition and fees. However, if the check is returned for **any** reason, there will be a service charge of \$10.00 for each check written. Any student who does not have money for tuition and fees, or have on file in the Business Office a written authorization from a sponsoring agency **will not** be allowed to register.

PARKING AND CAMPUS REGULATIONS

Main Campus

1. All vehicles parked on campus by students, staff and faculty members must be registered on campus. Vehicles may be registered during each registration period, at the Business Office 8:00 AM — 5:00 PM or the office of the Evening Director 5:00 PM — 9:30 PM daily.

2. Decals **must** be permanently displayed on the rear bumper. Failure to comply with this rule will result in a \$3.00 fine. (This rule will prevent the stealing and use of your decal by unauthorized personnel). A parking decal does not guarantee or reserve a parking space. Decals are not transferrable to another vehicle.
3. Personnel who must drive a different vehicle for a short period of time may apply at the Business Office or the Evening Director for a **free** temporary permit. These permits are for one week and you are authorized one each quarter. This permit is to be displayed on the dash of your vehicle on the driver's side.
4. Head vehicle into parking space. Do not back into spaces, park crossways or pull through. (This will prevent parking accidents.)
5. Park inside lines.
6. Parking or driving on grass is prohibited.
7. Park motorcycles and bicycles in designated areas only. (See campus map).
8. It is the responsibility of all personnel to familiarize themselves with all campus rules and regulations and to comply with those rules.
9. All accidents or incidents on campus must be reported to the campus Security Officer.
10. All fines **must** be paid within ten days of date of the infraction. Fines may be paid at the Cashier's Office from 8:30 — 4:30 and the Evening Director's Office from 4:30 — 9:30 Monday thru Friday. (Fines may also be mailed to: Forsyth Technical Institute, Cashier's Office, 2100 Silas Creek Parkway, Winston-Salem, N.C. 27103.)
11. All personnel are responsible for tickets placed on their vehicle regardless of who is operating the vehicle at the time that the violation occurs. They are also responsible for tickets placed on any vehicle they or their visitors drive.
12. It shall be unlawful to operate a motor vehicle on campus at a speed in excess of 15 mph.
13. All vehicles shall come to a complete halt at stop signs as posted.
14. Forsyth Technical Institute will assume no responsibility for damage to any vehicle while parked or while being operated on the campus or for the contents within the vehicle.
15. Vehicle registration fee for each motor vehicle shall be \$2.00 for the school year or any portion thereof.
16. Littering is prohibited at all times and will result in a fine.

Violations and Fines

The following violations shall require a three dollar (\$3.00) fine:

- a. Unregistered vehicle.
- b. Double parking or blocking another vehicle.
- c. Backing into a space.
- d. Driving on grass.
- e. Parking on grass.
- f. Parking crossways.
- g. Obstructing a walkway or driveway.
- h. Parking on or over a yellow line.

- i. Parking in a service or fire truck lane.
- j. Improperly displayed registration sticker.
- k. Failing to comply with campus rules and signs.
- l. Parking in any space other than space authorized by permit on car.

The following violations shall require a five dollar (\$5.00) fine:

- a. Speeding.
- b. Failure to yield right of way.
- c. Going wrong way on one-way street.
- d. Hit and run.
- e. No operator's permit in possession.
- f. Reckless driving.
- g. Failure to stop for stop sign.
- h. Failure to heed blue light.
- i. Failure to report accident.
- j. No vehicle registration.

NOTE

Trustee Policy provides for the enforcement of parking and driving rules and regulations on campus by:

- A. Withholding transcripts, degrees/diplomas or other evidence of attendance and accomplishments at Forsyth Technical Institute.
- B. Suspending from class any student who has three or more unpaid tickets.
- C. Revoking parking privileges on campus of any person who receives eight tickets in one year. (A record is kept by the Security Officer.)
- D. Tow away provisions; any vehicle found to be in violation of any of the following regulations may be towed away at the owner's expense:
 - 1. Double parked — blocking another vehicle.
 - 2. Parked in traveled portion of a street or driveway.
 - 3. Parked in a fire lane.
 - 4. Parked in a handicapped space without proper authorization.
 - 5. Unregistered vehicles parked in excess of 48 hours (notification of intent to tow will be placed on vehicles).
 - 6. Any vehicle parked on campus by a student that has had his/her parking privilege revoked.

APPEAL PROCEDURE

- A. A request for an appeal of a parking or traffic fine must be submitted in writing to the Vice-President for Business Affairs at Forsyth Technical Institute within seven (7) days of the date of violation.
- B. The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the Vice-President for Business Affairs as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in the favor of the student, any fine imposed or paid shall be rescinded or remitted.

- C. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. The student shall have the right to present testimony and witness in his/her behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
- D. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the Vice-President for Business Affairs. Any person who has an appeal scheduled and fails to appear, after having been duly notified of the time and place of the appeal, will have his appeal denied. There will be no continuance of the appeal unless approved by the Vice-President for Business Affairs.
- E. All decisions of the Traffic Appeals Committee shall be final.

Allied Health Building

Parking is available to students in the metered parking deck lot off Medical Center Boulevard. There is very limited parking on the streets in the vicinity of the hospital.

Forsyth Memorial Hospital

Parking is available to students in the metered parking lot (on quarterly or hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.

USE OF FACILITIES

The buildings and their contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, and shops.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.



ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves to promote interest in student affairs both on and off campus. The association is composed of all students who pay the student activity fee. Representatives are selected from each instructional division to serve on the Executive Council. Representatives to the Executive Council elect the Student Government Association officers from within the Executive Council. The Student Activities Coordinator serves in an advisory capacity to the Student Government Association.

STUDENT REPRESENTATION ON BOARD AND COMMITTEES

The President of the Student Government Association is a nonvoting member of the Board of Trustees of the Institute. Student representatives also serve on the Student Appeals Committee, the Graduation Committee, and other committees concerned with students.

CIRCLE K

Circle K is a national collegiate service club sponsored by Kiwanis International. The club is open to all interested students.

SOCIETY OF ENGINEERING TECHNOLOGY STUDENTS

The Society of Engineering Technology Students is a service and social club open to students from the Manufacturing Engineering Technology and Mechanical Drafting and Design Technology programs. This club has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

LAW ENFORCEMENT ADMINISTRATION SOCIETY (LEAS)

Membership in LEAS is open to any student who is, or has been, enrolled in a course of study in the administration of criminal justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the administration of criminal justice and to elevate the standards of and foster greater understanding between the agencies and departments in all areas of the administration of criminal justice.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

ATHLETICS

The Institute does not offer a formal, organized athletic program. The students themselves have organized basketball, softball, and bowling teams and compete in Winston-Salem city leagues in these sports. Volunteers from the faculty serve as sponsors and coaches of the teams.

STUDENT PUBLICATIONS

Students are encouraged to participate actively in the preparation of the FTI **Reporter** and **Reflector**, the two major student publications.

The FTI **Reporter** is the student newspaper written, edited, and managed by the student staff with the assistance of a faculty advisor.

The **Reflector**, the yearbook of the Institute, is written, edited, and managed by the student yearbook staff with the assistance of a faculty advisor.



STUDENT SERVICES

GUIDANCE AND COUNSELING SERVICE

Counseling Center

The Office of Student Services maintains a staff of professional counselors whose services are available to students needing help with educational, vocational, financial, social, or personal problems from the time they enter school until they leave. Assistance is provided to facilitate wise choices, decisions, and adjustments associated with being a student. The counselors also serve as consultants to faculty and staff in helping to meet the educational needs of students. The counselors are available to both day and evening students in the Counseling Center and during the day at the Allied Health Building.

Several individualized tests and inventories are available for counseling purposes, and students are referred to appropriate community agencies or resource persons when it is apparent that they can be assisted more effectively in this manner.

Career Guidance Center

The services of the Career Guidance Center are available to applicants and students of Forsyth Technical Institute and to other members of the community who need assistance with career planning. Emphasis is placed on activities such as developing and teaching career planning, career counseling, development of decision-making skills, maintenance of a useful career information library, and providing microfiche cataloging and computer information on the Employment Security Commission job bank.

Job Placement Office

The Job Placement Office is another important part of the guidance and counseling services provided for students. This office exists to assist graduates as well as current students in finding suitable employment. The office maintains and posts current job openings available in the local area. The Job Placement Office also provides assistance in the preparation of resumes and cover letters, as well as workshops on such topics as interviewing and the job search process.

AUXILIARY STUDENT SERVICES

Housing

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Office of Student Services.

Health Services

Limited health services are provided through the Office of Student Services and first-aid supplies are located in shop areas; however, injuries requiring more than minor first-aid will be treated in the emergency room of either Forsyth Memorial Hospital or North Carolina Baptist Hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the Institute.

Accident Insurance

Accident insurance covering the hours a student is in school, on field trips, or participating in student activities, is provided to all full-time and part-time curriculum students. This student insurance is furnished by the Institute as a service to students, but it is not meant to replace a student's personal coverage.

Food Service

Canteen service is available in the student center which is located on the ground level of Snyder Hall. A variety of food and drink is available.

Canteen service is available in both the student lounge in the Allied Health Building and the student lounge in the Paramedical Building at Forsyth Memorial Hospital.



Student Centers

A large, attractive student center is located on the ground level of Snyder Hall. Students are encouraged to use the center as a place in which to meet, talk, eat, and relax. A study lounge is also available next to the bookstore for a quiet place to study.

Student lounges are available to students in the health programs in the Allied Health Building and in the Paramedical Building at Forsyth Memorial Hospital.

Lost and found Service

Lost and Found articles will be handled at the reception desk in the Parkway Building on the main campus, the counselor's office and library at the Allied Health Building, and the department chairperson's office at Forsyth Memorial Hospital.

BOOKSTORE

A school bookstore is operated by the Institute as a service to students, faculty, and staff. Textbooks, school supplies, and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the student center in Snyder Hall and is open Monday through Friday from 9:00 a.m. until 3:00 p.m. and on Monday, Tuesday, and Thursday evenings from 6:00 p.m. until 8:00 p.m.

Summer quarter evening hours will be posted at the bookstore.

LIBRARIES

The three libraries contain approximately 30,750 books and audiovisual software. Accompanying audiovisual hardware is available for use in the libraries and classrooms.

Main Campus

Students have access to the library in the Administration Building which is open Monday through Thursday from 8 a.m. until 9 p.m. and on Friday from 8 a.m. until 4:30 p.m.

Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, students will not be permitted to register, and students' records will be sealed.

Forsyth Memorial Hospital

Students have access to the library in the Forsyth Memorial Hospital Paramedical Building which is open from 8 a.m. to 5 p.m. Monday through Friday.

Allied Health Building

Students have access to the library on the first floor of the Allied Health Building. It is open Monday through Thursday from 8 a.m. to 8 p.m. and on Friday from 8 a.m. to 5 p.m.

For all libraries, library cards are given to new students during library orientation. Should cards be lost, there is a \$3.00 replacement fee. Each student is responsible for materials checked out on his/her card. Replacement fines are imposed on regular books; and, there is a 25-cents-an-hour fine (up to the cost of the book) on reserved books checked out overnight and due in one hour after the library opens.

The student is responsible for replacing books that are lost or damaged. Until such replacement is made, library privileges may be revoked, the student will not be permitted to register and transcripts will be withheld.

INDIVIDUALIZED LEARNING CENTER

The Individualized Learning Center offers a wide variety of courses including adult enrichment, English As A Second Language, adult high school and eighteen courses for curriculum credit. The Learning Center is also used by persons preparing for the high school diploma equivalency test (GED) and for college entrance tests such as the CGP.

Students in the Learning Center work on a self-paced, individualized basis with a program designed exclusively for them according to their needs and goals. They use self-instructional books and audio-visual materials and have access to a coordinator for personal help. Experience has shown that motivated, self-disciplined adults learn well using this approach.

The Learning Center also offers supplemental work for various curriculum courses such as mathematics and English. A microcomputer and printer are available for student use for those working in the Center and for those completing work for other classes within the Institute.

Students wishing to take curriculum courses must pay the normal registration fee and enroll at the beginning of each quarter. All other courses in the Learning Center are free and students may enroll at any time. Students must be enrolled at Forsyth Technical Institute in order to take curriculum credit courses.

In addition to the Learning Center on campus, there are three off-campus learning centers located at the Paddison Memorial Library in Kernersville, the Winston-Salem/Forsyth County Public Library located at 660 W. 5th St. in Winston-Salem, and the Whitaker Rehabilitation Unit at Forsyth Memorial Hospital. Enrollment in these learning centers is also free.

Tutoring Services

Tutoring services provide assistance to Forsyth Technical Institute students who are experiencing academic difficulties. The main function of these services is to arrange one-to-one and group tutoring sessions. Selecting and training effective tutors, supplementing course materials with programmed instruction, and offering academic advising complete the functions of tutoring services.

Tutors are recruited initially from the student body. In those content areas where the demand for tutors cannot be met on campus, other qualified persons are considered for tutor positions. The institution provides funding for tutor salaries without cost to the students who request tutorial assistance.

Curriculum Credit Courses

To enroll in a curriculum course in the ILC, a student must initiate a request for permission through his/her advisor. A student must register for the course during the regular registration period and pay the regular curriculum tuition charges. A student should be cautioned about the measure of self-discipline necessary for achievement in this setting. The ILC attendance policies and course requirements are as rigorous as those in the classroom.

The request for permission form is originated with the Coordinator for Credit Courses in the ILC and must be signed by the Advisor, the Division Dean, and the Registrar. The form is turned in to the Registrar upon registration for the course.

The following courses are offered for curriculum credit in the ILC:

Medical Terminology I	Basic Arithmetic Skills
Medical Terminology II	Prebusiness Math
Business Mathematics	Algebra (Pre-Technical)
Filing	Pre-Technical Math
Principles of Supervision	Math for Health Education
Individualized English	Fundamental Concepts of Math
Reading Improvement	Fundamentals of Math
English Basic Reading Skills III	Algebra
Geometry	

A student may take a curriculum course in the ILC under the following conditions:

- The course is not scheduled and is needed as a prerequisite.
- The course is offered only in the ILC.
- The course is needed to remove an "I" (incomplete) grade from the classroom.
- There are other circumstances beyond the control of the student, for example, course cancellations.

In order to enroll in a curriculum course in ILC, a student must first receive approval from his advisor and then obtain the "Request for Permission" form from the Coordinator for Credit Courses in the ILC. This request form requires the following signatures:

- the Advisor
- the Coordinator for Credit Courses in the ILC
- the appropriate Division Dean
- the Registrar

A student must register for the course during the regular registration period and pay the regular curriculum tuition fees. ILC attendance policies and course requirements are the same as those in the classroom. The method of study, however, is different in that the student will be placed in an individualized, self-paced program in which he will work with the coordinator on a one-to-one basis.

High School Equivalency

Adult residents of North Carolina who have not completed high school may earn a high school diploma equivalency by passing a battery of five tests. These tests are known as either the high school diploma equivalency test or test of General Educational Development.

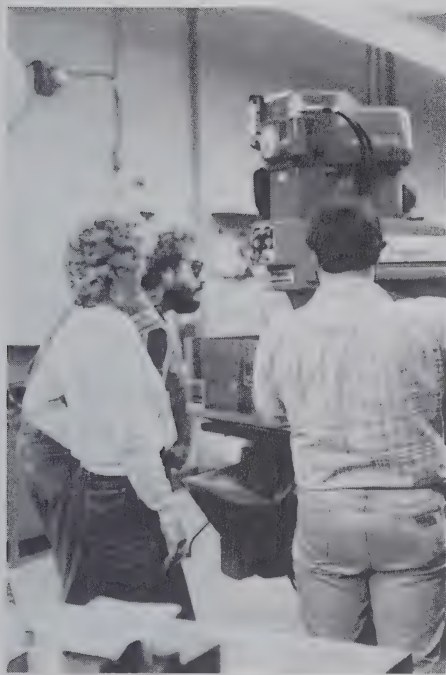
The GED program is designed primarily for adults 18 years or older; however, 16 and 17 year olds are allowed to take the test if they meet certain conditions. It is the policy of Forsyth Technical Institute to encourage young people to complete traditional public or private high school before seeking admission. Current residency in North Carolina is required.

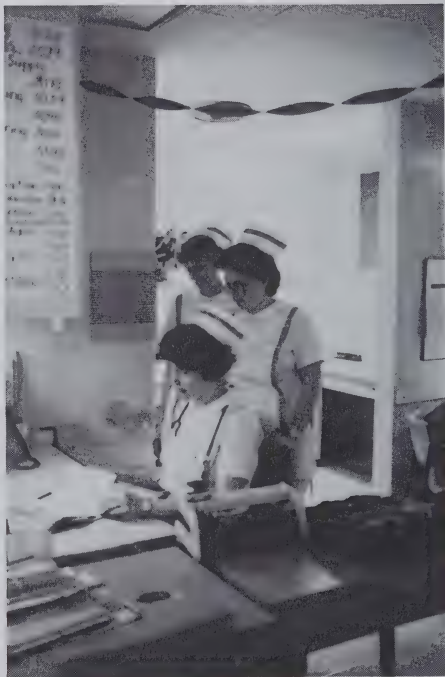
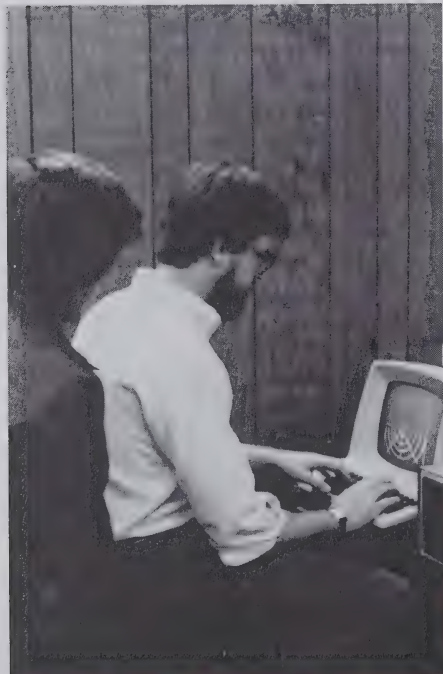
A high school diploma equivalency is recognized across the nation by most employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Forsyth Technical Institute is one of 71 official GED testing centers in the state and is the only one in Forsyth County.

Persons interested in further information or in taking the GED test should contact the Institute's Individualized Learning Center. The center administers the test by appointment. There is a \$5.00 fee for taking the GED test.

CHANGES IN REGULATIONS

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Forsyth Technical Institute. The Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedures as deemed necessary. The Institute further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the institution.





CONSTITUTION

FORSYTH TECHNICAL INSTITUTE STUDENT ADVISORY COMMITTEE

PREAMBLE

We, the students of Forsyth Technical Institute, in order to promote better academic achievement; serve the participating students as a common bond; promote fellowship and the exchange of ideas for the advancement of our educational institution; provide leadership training in an environment which permits the evaluation of a wide-range of problems and activities; and help carry out the philosophy of the Institute which encourages the development of the total personality of all its students, do establish this Constitution with the approval of the President of Forsyth Technical Institute.

Article I Name

The name of this organization shall be the Student Government Association of Forsyth Technical Institute, hereafter referred to as the SGA. The governing body of the SGA shall be called the Executive Council, hereafter referred to as the EC.

Article II Objectives

- Section 1. To encourage an interest in our campus, school activities and student body concerns.
- Section 2. To promote a mutual respect between the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such student activities and the EC expenses that are compatible with the general welfare of the student body and with the purpose of the Institute.
- Section 4. To make recommendations to the President and the Coordinator of Student Activities, hereafter referred to as the CSA, of Forsyth Technical Institute concerning matters affecting the student body.
- Section 5. To recommend student activities and programs in cooperation with the CSA.

Article III Composition

The SGA shall be composed of four representatives from each instructional division.

- Section 1. Representatives shall be enrolled in at least six credit hours each quarter and shall have paid the student activity fee.
- Section 2. Representatives shall maintain at least a 2.50 grade point average.

- Section 3. A President, Vice-President, and Secretary shall be elected from the representatives to the EC.
- Section 4. The representatives' terms of office shall be for a period of one year.
- Section 5. The CSA shall be the senior advisor to the SGA.

Article IV Meetings

- Section 1. The EC will meet with the CSA on a monthly basis.
- Section 2. Monthly meetings will be announced to the student body as a whole at least one week in advance. Monthly meetings are open to any student, instructor, staff member, or board member wishing to attend.
- Section 3. The President of the SGA, CSA, or President of Forsyth Technical Institute may call a special meeting should the need arise.
- Section 4. A minimum of one representative from each division must be present in order to conduct any business of the EC.
- Section 5. A majority of one passes a vote. The President shall vote only to break a tie.
- Section 6. There shall be no voting by proxy except when approved at the previous meeting.
- Section 7. Motions passed by the EC shall be subject to review and remand by CSA.

Article V Duties

- Section 1. The President shall:
- A. Call and preside at all EC meetings.
 - B. Be a non-voting member of Forsyth Technical Institute's Board of Trustees and should attend all full board meetings, and as many committee meetings as possible. No delegate may be sent in his/her place.
 - C. Appoint special committees or positions as he/she or the EC deem necessary, except vacancies on the EC.
 - D. Have the power to act in the absence of the EC representatives when in the interest of the student body.
 - E. Represent the SGA in all relations with school officials and with other institutions.
 - F. Submit to the EC such recommendations as he/she deems necessary either in writing or in person.
- Section 2. The Vice-President shall:
- A. Be an assistant to the President and assume the duties of President in his/her absence.

- B. Assume the duties of President should the President resign his/her position.
- C. Maintain the financial reports of the SGA.
- D. Inform representatives not present at meetings of all decisions and discussions that occurred.
- E. Assist the SAC in maintaining an inventory of all equipment and materials owned by the SGA.

Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the EC.
- B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the CSA.
- C. Assist in all other areas as requested by the President.
- D. Coordinate all incoming and outgoing correspondence.
- E. Be responsible for reminding all representatives of meetings.

Section 4. All representatives, including those holding office, shall:

- A. Attend at least 75% of all regular meetings and 50% of all called meetings.
- B. Participate in at least 75% of all SGA projects and activities.
- C. Serve on at least one committee, and attend at least 75% of all regular committee meetings and 50% of all called committee meetings.
- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.

Article VI Vacancies

Section 1. Upon the resignation of the President, the Vice-President shall assume the office of President.

Section 2. Vacancies of a member shall be filled within a month of the vacancy. The appropriate Divisional Dean and instructors will appoint a replacement.

Article VII Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGA/EC procedures, officers, or representatives should send a written complaint to the President, or the highest uninvolved officer and the CSA.

Section 2. The grievance will then be reviewed by the officers and CSA and may be brought before the EC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the President of Forsyth Technical Institute.

Article VIII Impeachment

- Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences from any functions and meetings of the EC.
 - B. Does not perform the responsibilities as assigned in the Constitution.
 - C. Exhibits conduct unbecoming an EC member.
 - D. Does not maintain the grade point average required to hold office. (Formal impeachment proceedings are not required.)
- Section 2. A formal written complaint must state the reasons for impeachment. A copy must be sent to the CSA and the highest uninvolved officer or representative.
- Section 3. The CSA and the uninvolved officer or representative, plus one other representative, will constitute the Review Committee.
- Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment by the EC.
- Section 5. The Review Committee must call a special meeting of the EC for impeachment proceedings.
- Section 6. The impeachment proceedings will be held as follows:
- A. Reasons for dismissal will be read.
 - B. The highest uninvolved officer will substantiate the reason for dismissal.
 - C. The representative will explain the reasons for his/her actions and may present any witnesses he/she deems necessary.
 - D. A vote will be taken and the majority shall rule.

Article IX Selection and Procedures

- Section 1. Four representatives will be selected from each instructional division. Representatives to serve on the EC will be selected by the faculty and approved by the Divisional Dean.

Article X Amendments

- Section 1. Amendments to this Constitution shall be proposed by a representative of the EC or the CSA at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the President of Forsyth Technical Institute. Voting on such amendment may not occur during the same meeting in which amendment was proposed.

